



FOREIGN AFFAIRS MANUAL

VOLUME 3 – Personnel

Transmittal Letter: PER-485

Date: September 23, 2003

3 FAM 4880 GAINSHARING AWARD PROGRAMS

CHANGES

1. Subchapter 3 FAM 4880 is a new subchapter.
2. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to international broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.
3. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS (Paper Copies)

1. Remove 3 FAM 4880 UNASSIGNED page and insert the new subchapter 3 FAM 4880.
2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:PER-485 and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual and Handbooks* (unclassified) official version can be found on State Department's Intranet site.
2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution

reduced (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, HST B934, 202-736-7470, FAX 202-736-7472, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on all communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(A/LM/OPS/TTM/TR)